



We build strong kids, strong families, strong communities.

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Camp Director

**REPORTS TO:** McGaw YMCA Executive Director

**SUPERVISES:** Property, Program, Operations, and Promotion Managers

### SPECIFIC DUTIES

#### During the Summer

- Attends the daily 8 am breakfast meeting with the Property Manager, Program Manager, and Operations Manager.
- Regularly observes staff members at camp, providing coaching, encouragement, and necessary correction.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Deals with the various outside agencies and inspectors that inspect and license the camp.
- Handles problems and emergencies as needed.

#### Fall

- Oversee Family Camp and fall Outdoor Education.
- Oversee and participate in Adult Work Weekend.
- Prepare the Director's Report and work with Program Support to prepare the Statistical Report.
- Analyze the budget, prepare dates and rates proposals, meet with Camp Committee for approval.
- Design the program for next summer, update the Camp Guide, create a Marketing Plan.
- Arrange Parent Information Nights; plan reunions; register for Camp Fairs and Staff Recruitment Fairs.
- Update staff application paperwork, create the applicant prospect list, and begin the recruitment process.
- Begin planning for next year's Outdoor Education program and next year's Adventure Trips.

#### Winter

- Hire Leadership Staff and Trip Guides.
- Solicit the Bus and Van bids.
- Camper Reunion, Family Camp Reunion, Staff Reunion, Alumni Reunion.
- Assist the Outdoor Ed Director with contracts to schools for next year's Outdoor Education program.
- Update parent information booklet, teen parent information booklet, Trip/Teen packets, and all forms.
- Parent Information Nights and other aspects of the Marketing Plan completed.
- Assist the Teen Adventure Coordinator with promotion and registration for High School work weekend.

#### Spring

- Order equipment and supplies for Program Areas.
- Hire Support Staff, Senior Staff, and Junior Staff.
- Assist the Teen Adventure Coordinator with the Adventure Trip Information Meetings as needed.
- Finalize budget for next year based on known enrollment so far with predictions for the coming months.
- Arrange for gas cards, phone cards, and credit cards.
- Oversee High School Work Weekend and Adult Work Weekend.
- Update Staff Training Manual, Trip Staff Training Manual, Kitchen Manual, and Maintenance Manual.
- Oversee spring Outdoor Education, Family Camp, AC Training, Trip Staff Training, and Staff Training.

### QUALIFICATIONS

- Age 25 or older; college graduate preferred
- Previous experience in a leadership role at Camp Echo or an equivalent camp
- Highly organized
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals